CSWG Process Review:
Continuing Education

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Process Overview: Mission Summary

Per Commanding General's guidance the College of Continuing Education will:

- Conduct Seminars in support of officer PME
- Build and maintain Learning Resource Centers
- Build and maintain Automated Electronic Classrooms
- Manage, operate and maintain Video Teletraining Facilities
- Develop Interactive Multimedia Instructional products
- Manage the Command and Staff College Distance Education Program Process for Accreditation of Joint Education
- Develop the Command and Staff College correspondence course and the Expeditionary Warfare correspondence course.

Principal customers/product produced

-Active duty Marines, reserves, civilian Marines, dependents and other service members worldwide

Products/Services Provided

-Interactive Multimedia training products
-Video conferences/training
-Seminars
-Correspondence courses
-Joint Accreditation process for Command Staff College
-Build and maintain Learning Resource Centers
-Build and maintain deployable Learning Resource Centers
-Build and maintain Video tele-training suites

Process Review Assessment Chart
Continuing Education

Process Breakdown Table		Core Assessment Table				Risk Assessment Table		
Subprocess A	Seminars				x	M	L	H
Subprocess B	Dev. IMI				x	H	H	H
Subprocess C	Mang VTT				x	H	H	L
	PAJE Process			x		H	H	H
Develop correspondence courses				x		H	H	H

Check one block for each subprocess

Rate each block as “L,” “M,” or “H”

Back-Up Charts

Core Assessment Table:

Justifying Core Competencies

Subprocess	Justification

NOTE: Few, if any, of the processes performed across the SE meet the definition of a Marine Corps' core competency. Provide justi
chart for each subprocess identified on the Process Review Assessment Chart as a core competency to demonstrate clearly how it m
Core Competencies – Marine Corps (SEC brief, Slide 4).

See Narrative Guidance at enclosure (2) for relevant slides from the SEC brief and for definitions and additional detailed guidelines

Back-Up Chart 1

Core Assessment Table:

Justifying Core Critical Enablers

Subprocess	Justification

NOTE: The designation "Core Critical Enabler" should be limited to those competencies that are essential to the warfighters' core
require governmental performance by Marines or civilian Marines.

Provide justifications on this chart for each subprocess identified as a "core critical enabler" on the Process Review Assessment Cha
should demonstrate that each subprocess is dedicated directly to command and control, to the determination of operational require
introductory training, or to the management, oversight and decision-making associated with the other specific competencies listed
Enablers – Marine Corps (SEC brief, Slide 5) and that it meets the definitional criteria in *Core Critical Enabler* (SEC brief, Slide 10)

See Narrative Guidance at enclosure (2) for relevant slides from the SEC brief and for additional detailed guidelines for completing

Back-Up Chart 2

Core Assessment Table:

Justifying Non-Core Competencies (Must Be Gov't)

Subprocess	Justification
	The conduct of seminars in support of PME is contracted out, the development of IMI is contracted out, the building, management, and maintenance of LRCs, DLRCs, and VTT suites is all contracted. Some government and military are needed to manage the contracts for the government.

NOTE: Provide justifications on this chart for each subprocess identified on the Process Review Assessment Chart as Non-Core Must be Gov't. Justifications should explain how the subprocess relates directly to the criteria in *Non-Core Competencies – Marine Corps: Must Be Government (Some must be DON)* (SEC brief, Slide 6), or in *Title 10 Responsibilities* (SEC brief, Slide 11), or in *Non-Core: Must Be Government (Some Must be DON* (SEC brief, Slide 12) and to the criteria *Categorizing Activities Performed by Government Personnel As Inherently Governmental or Commercial* in Attachment A of *OMB Circular A-76* of May 29, 2003.

See Narrative Guidance at enclosure (2) for relevant slides from the SEC brief, for the excerpt from Circular A-76, and for additional detailed guidelines for completing this chart.

Back-Up Chart 3

Risk Assessment Table:
Direct Effect on Operating Forces

Subprocess	Justification for “M” or “H” Risk
	Everything we do is to enhance readiness.

NOTE: Provide justifications for each subprocess assigned an “H” or “M” in the “Direct Effect on Operating Forces” column of the I
Table of the Process Review Assessment Chart. Justifications should demonstrate clearly how the performance of each subprocess i
readiness of the operating forces. Justifications for each subprocess assigned an “H” should describe the nature of the relationship
significance of the direct impacts that each subprocess has on the readiness of the operating forces.

If an “M” has been assigned, the justification should provide similar information, detailing the nature of the lesser impacts each pro
operating forces.

Back-Up Chart 4

Risk Assessment Table:
Criticality Assessment

Subprocess	Justification for “M” or “H” Risk

NOTE: Provide justifications for each subprocess assigned an “H” or “M” in the “Criticality” column of the Risk Assessment Table of the Process Review Assessment Chart. If the criticality index for the subprocess is assessed as an “H,” the justification should demonstrate how the failure of one or more of the tasks associated with its output would have significant consequences on the readiness of the operating forces. Discuss the non-routine nature of the tasks associated with the subprocess and the absence of work-arounds that would mediate the impacts of one or more failures on the readiness of the operating forces.

If an “M” has been assigned, the justification should provide similar information, detailing the nature of the lesser impacts each process has on the

Back-Up Chart 5

Risk Assessment Table:
Military Performance Rqmt

Subprocess	Justification for “M” or “H” Risk
	Military subject matter experts are necessary to ensure appropriate content and to manage the contracts

NOTE: Provide justifications for each subprocess assigned an “H” or “M” in the “Military Performance Rgmt” column of the Risk Assessment Table of the Process Review Assessment Chart. Justifications for an “H” should identify any functionally-based requirements dictating continued performance by military personnel, i.e., factors inherent in the nature of the subprocess requiring military knowledge or skills. List these factors and relate them to the MOS of the billets required to ~~meet the requirement. The justification should also list the factors that prevent breaking-out the requirement for military~~ performance from the rest of the subprocess.

If an “M” has been assigned, the justification should provide similar information, detailing the nature of the lesser impacts the military staffing requirement has on the successful performance of each subprocess.

Back-Up Chart 6